

**MESALANDS COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES OF THE REGULAR BOARD MEETING**

February 19, 2019

The Mesalands Community College Board of Trustees met in regular session on Tuesday, February 19, 2019 at 5:30 p.m. in Room A214.

CALL TO ORDER

Mr. Streetman, Chair, called the meeting to order at 5:30 p.m.

**PLEDGE OF ALLEGIANCE
SALUTE TO NEW MEXICO FLAG**

The Pledge of Allegiance was recited and the New Mexico Flag was saluted.

ROLL CALL

The following members were present: Mr. James Streetman, Ms. Teresa Stephenson, Ms. Liz Estrada, Mr. Jimmy Sandoval, and Mr. Craig Currell.

LIST OF ACTION ITEMS

- 1) Approval of Agenda
- 2) Approval of Consent Agenda
- 3) Approval of College Audit Report, June 30, 2018
- 4) Approval of 2019-2020 Academic Calendar
- 5) Approval of Monthly Finance Report, January 2019
- 6) Approval of NMHED Quarterly Financial Actions Report
- 7) Approval of Executive Session
- 8) Approval of Reconvene from Executive Session
- 9) Approval of Action, if needed, based on Executive Session

APPROVAL OF AGENDA – ACTION

ACTION – Ms. Estrada moved to approve the agenda as presented. Ms. Stephenson seconded the motion. A roll call vote was taken with all members present voting yes. The motion carried.

COMMENTS BY THE PUBLIC ON ITEMS ON THIS AGENDA

As per Board Policy 2.3 Procedures for Addressing the Board: Any person wishing to speak to the agenda must register prior to the meeting and their comments are limited to five (5) minutes.

There were not any public comments made.

MESALANDS MOMENTS

Dr. Groesbeck thanked everyone who helped in securing acquisition of the Armory. Mr. Currell stated that he was very impressed with the student who sang the national anthem at the ceremony held at the Armory.

Dr. Groesbeck informed the Board that the Iron Pour is coming up soon. This is a great community event and stated how everyone is able to pull things together, all hands-on deck for this event.

APPROVAL OF CONSENT AGENDA – ACTION

ACTION – Mr. Currell moved to approve Item V.A.1 Regular Board Meeting Minutes dated January 8, 2019 as presented. Ms. Estrada seconded the motion. A roll call vote was taken with all members present voting yes. The motion carried.

CHAIRPERSON'S REPORTS

Mr. Streetman stated that he met with Dr. Groesbeck and reviewed his evaluation. It appears that all are pleased with the outcome of the evaluation of Dr. Groesbeck.

REPORTS

President's

College Audit Report, June 30, 2018 – **ACTION**

Dr. Groesbeck informed the Board that the College Audit Report for June 30, 2018 would be presented via a conference telephone call. The auditor was unable to travel due to inclement weather but was able to make his presentation in this way.

Ms. Hammer stated that Mr. Martin Mathisen, Atkinson partner and Mesalands' audit manager, would join the meeting at this time.

Mr. Martin Mathisen thanked the Board and presented the College Audit Report for June 30, 2018 with a brief overview. The items highlighted include: State audit rule pertaining to meetings; the annual audit as an accountability tool; the balance sheet; income statement; findings; and letter to those in charge of governance. Mr. Mathisen informed the Board that the audit contains a lot of narrative and that he thinks the budget to actuals looked good. Mr. Mathisen stated the audit reflects that there were seven findings resolved and one modified in prior year findings. The audit also reflects that there are four current year findings. Mr. Mathisen reviewed the current year findings, as well as, the auditors' recommendations.

Mr. Mathisen stated that overall the audit went smooth and this is the third year that Atkinson has done the audits. He added that he hopes that Mesalands can hire them again for another three years but understand that an RFP needs to be submitted, in which he indicated that Atkinson would submit a bid.

Ms. Hammer informed the Board that she is working on an RFP, which will go out this week and be posted on the College's Website tomorrow. She added that a final selection would be presented to the Board at the April Board of Trustees Meeting.

Dr. Groesbeck asked for clarification on 'discounted future liabilities' and if all institutions are showing up with negatives. It was noted that yes, they are and the state requires the accounting entry.

Mr. Streetman asked who the Certified Procurement Officer (CPO) has been for Mesalands since 2016. Ms. Hammer stated that she has been since it went into effect and that she attended a conference but failed to complete one test and lost her certification/registration. She added that she is now only required to do recertification classes. Mr. Streetman suggested setting up some way to flag things, possibly put on calendar to bring up reminders, to ensure that all requirements are met. Ms. Hammer stated that she thought she had but did not do the one in question. She informed Mr. Streetman that if she places on her calendar it would only be on her calendar and Mr. Streetman indicated that it should be on hers as the CPO. Dr. Groesbeck stated to Ms. Hammer, as Vice President of Administrative Affairs, they need to talk about that.

Ms. Hammer stated that Atkinson staff have been very good to work with and Mr. Streetman said he would like to stay with that firm.

Ms. Stephenson inquired about a date of November 30, 2018 as it pertains to one of the audit findings. Ms. Hammer responded that it was a proposed date by Mesalands' staff and was done.

Mr. Currell asked about the College borrowing money from the State to fix a roof and why the insurance did not cover that expense. It was noted that the College did borrow money to fix the roof at the Museum because the insurance did not cover all the work required.

ACTION – Ms. Estrada moved to approve the College Audit Report for June 30, 2018 as presented. Mr. Currell seconded the motion. A roll call vote was taken with all members present voting yes. The motion carried.

2019-2020 Academic Calendar – **ACTION**

Dr. Groesbeck presented the 2019-2020 Academic Calendar for approval. He informed the Board that there are not many changes and those that are being changed are much the same as in previous years, fairly standard. He added that the calendar is coordinated, as much as possible, with the Tucumcari Public Schools.

ACTION – Ms. Stephenson moved to approve the 2019-2020 Academic Calendar as presented. Ms. Estrada seconded the motion. A roll call vote was taken with all members present voting yes. The motion carried.

Miscellaneous

Dr. Groesbeck reported on the following miscellaneous items:

- Mini-van lease

- The lease expires in July
- Has high mileage
- Used primarily by one person
- 2014 Buick Verano
 - The College purchased this vehicle from Dr. Groesbeck
 - The Verano's book value is about \$10,500-\$11,000
 - Purchased by the College for \$5,000
 - Will be included in College car pool
- College mileage reimbursement
 - Current reimbursement is \$.40 per mile
 - Due to low mileage reimbursement, some employees choose to use college vehicles as the reimbursement doesn't fully cover fuel costs to employee and results in high mileage on the College's vehicles
 - In comparison to state and federal reimbursement amounts, it is thought that this amount needs to be reviewed and possibly changed
- Additional vehicles for car pool
 - Discussion regarding future programs/activities for students and how that may affect additional/different vehicles
- Iron Pour – Ms. Kim Hanna
 - Dr. Kennedy distributed copies of the flyer to the Board
 - Ms. Hanna stated this will be the 21st Annual Iron Pour which is scheduled for March 10-16, 2019 (daily events listed below)
 - Monday, March 11 – Movie Night
 - Wednesday, March 13 – Art Show and Slideshow
 - Thursday, March 14 – Meet the Artists (create custom iron tiles for \$20/proceeds to benefit the Hot Metals Club)
 - Friday, March 15 – Opening Ceremony and actual pouring
 - There are currently 20 students enrolled and that may increase to a total of 50
 - Ms. Hanna is working on a video and there will be media coverage

Academic Affairs

Dr. Groesbeck informed the Board that Ms. Gillard was unable to attend the meeting.

Student Affairs

Fall Enrollment Report

Dr. Kennedy presented the Fall Enrollment Report. He indicated that headcount, credit hours and FTE are all up for 2018. He stated that overall; enrollment is up but need full-time enrollment to go up.

Dr. Kennedy reported on the following upcoming events, in addition to the Iron Pour:

- Mid-terms
- Student Safety Week – will include an entire week of activities
- Maze of Life – to introduce new initiatives

Administrative Affairs

Monthly Finance Report, January 2019 – ACTION

Ms. Hammer presented the Monthly Finance Report for January 2019 for approval.

ACTION – Mr. Sandoval moved to approve the Monthly Finance Report for January 2019 as presented. Ms. Estrada seconded the motion. A roll call vote was taken with all members present voting yes. The motion carried.

NMHED Quarterly Financial Actions Report – ACTION

Ms. Hammer presented the NMHED Quarterly Financial Actions Report for approval.

ACTION – Ms. Stephenson moved to approve the NMHED Quarterly Financial Actions Report as presented. Ms. Estrada seconded the motion. A roll call vote was taken with all members present voting yes. The motion carried.

EXECUTIVE SESSION – ACTION

ACTION – Mr. Currell moved that the Board enter into Executive Session for limited personnel matters as allowed for in NMSA 1978, Section 10-15-1 (H) (2), for litigation as allowed for in NMSA 1978, Section 10-15-1 (H) (7), and for real property and water rights as allowed for in NMSA 1978, Section 10-15-1 (H) (8). Mr. Sandoval seconded the motion. A roll call vote was taken with all members present voting yes. The motion carried.

RECONVENE FROM EXECUTIVE SESSION – ACTION

ACTION – Ms. Stephenson moved that the Board Reconvene from Executive Session which was limited to discussions as stipulated above for limited personnel matters as allowed for in NMSA 1978, Section 10-15-1 (H) (2), for litigation as allowed for in NMSA 1978, Section 10-15-1 (H) (7), and for real property and water rights as allowed for in NMSA 1978, Section 10-15-1 (H) (8). Mr. Currell seconded the motion. A roll call vote was taken with all members present voting yes. The motion carried.

ACTION, IF NEEDED, BASED ON EXECUTIVE SESSION – ACTION

Based on Executive Session, Dr. Groesbeck proposed that the Board look at and approve the new contract template for salaried employees for the next fiscal year.

ACTION – Ms. Estrada moved that the Board approve the new contract template for salaried employees for the next fiscal year as presented. Mr. Currell seconded the motion. A roll call vote was taken with all members present voting yes. The motion carried.

NEW BUSINESS

There was not any new business conducted.

CORRESPONDENCE

A thank you card to Mesalands Community College from the Tucumcari/Quay County Chamber of Commerce was presented.

INFORMATIONAL ITEMS

Important dates were presented which are: 21st Annual Iron Pour, March 10-16, 2019; Legislative Session Ends, March 16, 2019; Spring Break, College closed, March 25-29, 2019; and Spring Holiday, College closed, April 19, 2019.

The Board of Trustees 12-month calendar was presented.

The Board of Trustees Annual Calendar of Reports was presented.

The following minutes were presented:

- Student Affairs Division Meeting minutes dated January 17, 2019

The Selected Professional Development Activities for January 2019 were presented.

ANNOUNCEMENTS

Tuesday, March 19, 2019, Mesalands Community College Board of Trustees Regular Board Meeting, 5:30 p.m., Room A214.

ADJOURN

Mr. Streetman stated that there was no further business and the meeting adjourned. The meeting adjourned at 7:43 p.m.

[signature on original]

James P. Streetman
Chair

[signature on original]

Liz Estrada
Secretary/Clerk